

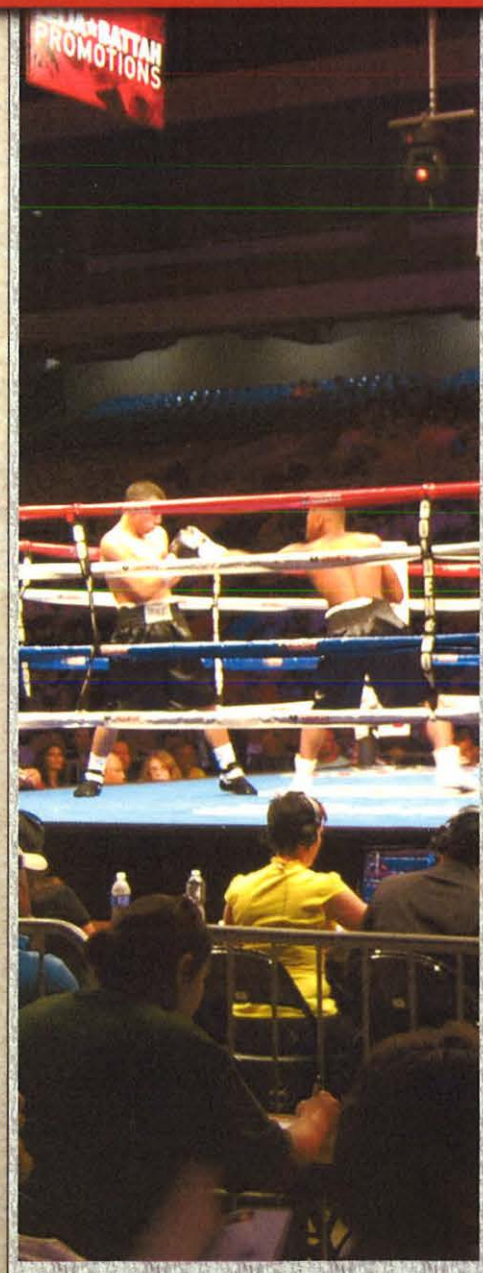


Annual Report of Nonfinancial Data

**for the year ended
August 31, 2012**

Texas Department of Licensing and Regulation

**William H. Kuntz, Jr.
Executive Director**





TEXAS DEPARTMENT OF LICENSING AND REGULATION

P.O. Box 12157, Capitol Station • Austin, Texas 78711
512-463-3173 • fax 512-475-2874 • www.license.state.tx.us

December 14, 2012

The Honorable Rick Perry, Governor
John Keel, CPA, State Auditor
Ursula Parks, Acting Director, Legislative Budget Board

Lady and Gentlemen:

We are pleased to submit the Texas Department of Licensing & Regulation *Annual Report of Nonfinancial Data* for the year ended August 31, 2012, in compliance with the TEX. GOV'T CODE ANN. § 2101.0115 and in accordance with the instructions for completing the Annual Report of Nonfinancial Data.

The accompanying report has not been audited and is considered to be independent of the agency's *Annual Financial Report*.

If you have any questions, please contact Jerry Daniels, Director of Financial Services, at (512) 463-3100.

Sincerely,

A handwritten signature in blue ink, reading "William H. Kuntz, Jr.".

William H. Kuntz, Jr.
Executive Director

Frank S. Denton, Chair – Conroe, Texas

Mike Arismendez – Shallowater, Texas
LuAnn Morgan – Midland, Texas
Fred Moses – Plano, Texas

Lilian Norman-Keeney – Taylor Lake Village, Texas
Ravi Shah, Carrollton, Texas
Deborah A. Yurco – Austin, Texas

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TEXAS DEPARTMENT OF LICENSING AND REGULATION

SCHEDULE OF SPACE OCCUPIED

For the Fiscal Year Ended August 31, 2012

Location	Address	Lessor	Lease Number	Type	Usable Sq. Ft.	FTEs	Rental per Month		Annual Cost	Comments
							Cost per Sq. Ft.	Cost per Month		
State-Owned Buildings:										
Austin	920 Colorado				33,315					
Fort Worth	1501 Circle Dr, Suite 215				1,604					
Houston	5425 Polk Ave, Suite G80				4,854					
San Antonio	321 Center St, Suite M104				792					
					40,565					
Free Space:										
(None)										
Leased Space:										
Austin	1106 Clayton Lane, Suites 125E and 325E	Twin Tower Ltd. Partnership	10289	Office/Meeting	12,650	91.5	1.3662	\$ 17,282.26	\$ 207,387.12	Suite 125 is the large meeting room used for Commission Meetings, Advisory Boards, Training, etc. Lease expires 11/30/2018.
Austin	1106 Clayton Lane, Suites 130E and 425E	Twin Tower Ltd. Partnership	20208	Offices	6,708	32.0	1.5250	\$ 10,229.71	\$ 122,756.52	Lease expires 10/31/2013.
					19,358			\$ 27,511.97	\$ 330,143.64	

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TEXAS DEPARTMENT OF LICENSING AND REGULATION (452)
SCHEDULE OF PROFESSIONAL/CONSULTING AND LEGAL SERVICE FEES
For the Fiscal Year Ended August 31, 2012

<u>Name</u>	<u>Type of Service Rendered</u>	<u>Amount</u>
Professional/Consulting Fees		
Paid from Governmental Funds:		
Alliance Work Partners	Services for Employees	\$10,754.38
Audio Fidelity Communications Corp	Training - Smart Boards	\$9,152.46
Department of Information Resources	DataConsolidation Center	346,894.32
Gidleetex Investments Inc	Breeder Inspection Training	6,144.00
Monday N. Rufus PC	Internal Audit Services	47,117.50
Morningside Research and Consulting	Consultant Services - Tow Study	16,260.00
Sunturn Inc	Training - New Phone System	37,614.30
University of Texas at Austin	Survey of Employee Perceptions	1,639.00
Total Paid from Governmental Funds		<u>\$475,575.96</u>
Total Professional/Consulting Fees		<u>\$475,575.96</u>
Legal Service Fees		
N/A		\$0.00
Total Legal Service Fees		<u>\$0.00</u>
Total Professional/Consulting and Legal Service Fees		<u>\$475,575.96</u>

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TEXAS DEPARTMENT OF LICENSING AND REGULATION (452)
HUB STRATEGIC PLAN PROGRESS REPORT
For the Fiscal Year Ended August 31, 2012

(Source: Texas Government Code, Title 10, Subtitle D, Section 2161.124)

Category	Actual for FY 11*	Actual for FY 12*	Goal for FY 13**
Heavy construction other than building contracts	N/A	N/A	N/A
Building construction, including general contractors and operative builders contracts	0.0%	N/A	26.1%
Special trade construction contracts	100.0%	66.7%	57.2%
Professional services contracts	100.0%	100.0%	20.0%
Other services contracts	6.9%	7.9%	33.0%
Commodities contracts	33.0%	40.8%	12.6%

*Actual = % Spent with HUBs from HUB Report

**Goal = TPASS Annual Procurement Goal

Prepared by: 

Printed Name: Jerald A. Daniels

Phone Number: (512) 463-3100

Approved: 

Printed Name: William H. Kuntz, Jr.

Phone Number: (512) 463-3170

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TEXAS DEPARTMENT OF LICENSING AND REGULATION (452)
APPROPRIATION ITEM TRANSFER SCHEDULE*
For the Fiscal Year Ended August 31, 2012

ITEM OF APPROPRIATION

			<u>Transfers-In</u>	<u>Transfers-Out</u>	<u>Net Transfers</u>
A. Goal: Licensing					
Strategies:					
A.1.1	13004	License/Register/Certify	\$ 136,559	\$	136,559
A.1.2	13023	License Businesses & Facilities		(810)	(810)
A.1.3	13003	Education and Examinations		(31,490)	(31,490)
A.1.4	13008	Customer Service	444,296		444,296
Total, Goal A: Licensing			\$ 580,855	\$ (32,300)	\$ 548,556
B. Goal: Enforcement					
Strategies:					
B.1.1	13010	Conduct Inspections	\$	(316,258)	\$ (316,258)
B.1.2	13024	Building Plan Reviews		(59,400)	(59,400)
B.1.3	13009	Resolve Complaints		(42,200)	(42,200)
B.1.4	13025	Investigations	902		902
Total, Goal B: Enforcement			\$ 902	\$ (417,858)	\$ (416,956)
C. Goal: Indirect Administration					
Strategies:					
C.1.1	13800	Central Administration	\$	(1,329)	\$ (1,329)
C.2.1	13801	Information Resources		(130,000)	(130,000)
C.3.1	13802	Other Support Services		(270)	(270)
Total, Goal C: Indirect Administration			\$ 0	\$ (131,599)	\$ (131,599)
Contingency Rider Appropriations					
	22014	Rider 14 - Mega Event	\$	\$	0
	22843	Breeders			0
Total, Contingency Rider Appropriations			\$ 0	\$ 0	\$ 0
NET APPROPRIATION ITEM TRANSFERS			\$ 581,757	\$ (581,757)	\$ 0

* This schedule does not include salary increase transfers and benefit replacement pay (BRP) transfers.

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**TEXAS DEPARTMENT OF LICENSING AND REGULATION
INDIRECT COST SCHEDULE**

For the Fiscal Year Ended August 31, 2012

A. Payroll Related Costs		
FICA Employer Matching Contribution	\$ 1,345,193	
Group Health Insurance	2,221,823	
Retirement	1,003,609	
Unemployment	14,294	
Total Payroll Related Costs		\$ 4,584,919
Workers' Compensation (Indirect)	\$ -	
Benefit Replacement Pay (BRP)	63,926	
Total Workers' Compensation and BRP		63,926
B. Indirect Costs		
Bond Debt Service Payments	\$ -	
Total Indirect Costs (not reported on operating statements)		-
C. Indirect Costs - Statewide Full Cost Allocation Plan		
Building Depreciation	\$ 16,871	
CPA Fiscal and ITD	205,594	
CPA Purchasing & Support (TPASS)	23,097	
CPA Rebates	(2,793)	
Department of Information Resources	(3,349)	
DPS Capitol Security	94,978	
TFC Building & Utilities	570,814	
TFC Facilities Construction & Space Mgmt	5,866	
GOV Budget and Planning	670	
State Office of Risk Management	33	
Total Indirect Costs - Statewide Full Cost Allocation Plan		911,781
TOTAL INDIRECT COSTS		\$ 5,560,626

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TEXAS DEPARTMENT OF LICENSING AND REGULATION (452)
SCHEDULE OF STATE-OWNED VEHICLES USED BY STATE EMPLOYEES

For the Fiscal Year Ended August 31, 2012

The following employees are authorized to use the agency's three state-owned vehicles:

Name	Job Title
Thomas Frist	Investigator
David Gunn	Investigator
W.L. Stribling	Investigator
Bill Kuntz	Executive Director
Brian Francis	Deputy Executive Director
George Ferrie	Director of Compliance
Lee Parham	Manager
Robert Posey	Manager
Elizabeth Perez	Program Manager
Margie Weaver	Assistant Program Manager
Eddie Morrison	Network Specialist
Jerry Daniel	Program Specialist
Larry Reichle	Program Specialist
Ben Delamater	Senior Purchaser
Larry Naylor	Purchasing/Property Manager
Michael Withrow	Purchaser
Paul Palermo	Purchaser
Mark Salazar	Support Services/Purchaser

The Investigators perform statutorily required inspections of water wells throughout the state. The Directors, Managers, Network Specialist, Program Specialists and Purchasers use agency vehicles to make presentations and to perform supervisory, staff, and administrative functions. When the vehicles are not in use, they are garaged at headquarters. Other individuals may be added to the list with the approval of the Executive Director or Deputy Executive Director.

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TEXAS DEPARTMENT OF LICENSING AND REGULATION (452)
SCHEDULE OF RECYCLED, REMANUFACTURED AND ENVIRONMENTALLY SENSITIVE PURCHASES
for the Fiscal Year Ended August 31, 2012

Point of Contact: Ben Delamater Phone Number: (512) 463-4064 E-Mail Address: Ben.Delamater@tdlr.texas.gov				
E1, E2, or E3	Description	Total Expenditures		
		Non-Delegated	Delegated	Total
Total E1 including 1st Choice	Recycled	\$73,055.86	\$96,331.13	\$169,386.99
Total E2 Including 1st Choice	Remanufactured	\$0.00	\$0.00	\$0.00
Total E3 Including 1 st Choice	Environmentally Sensitive	\$1,714.03	\$4,125.00	\$5,839.03
Total of E1, E2 and E3 includes Recycled 1 st Choice Targeted Totals		\$74,769.89	\$100,456.13	\$175,226.02
FY 2012 1st Choice Targeted Commodities	Expenditures			% Spent on 1st Choice Products 100' [A/(A+B)]
	1st Choice Products (A)	Virgin Counterpart (B)	Total (A+B)	
Motor Oil & Lubricants	\$0.00	\$0.00	\$0.00	0.0%
Toilet Paper, Toilet Seat Covers & Paper Towels	\$0.00	\$0.00	\$0.00	0.0%
Printing Paper, Copier Paper & Computer Paper	\$28,863.34	\$0.00	\$28,863.34	100.0%
Business Envelopes	\$4,822.76	\$0.00	\$4,822.76	100.0%
Plastic Trash Bags	\$0.00	\$0.00	\$0.00	0.0%
Plastic Covered Binders	\$0.00	\$0.00	\$0.00	0.0%
Recycling Containers/Boxes	\$0.00	\$0.00	\$0.00	0.0%
Photocopiers	\$0.00	\$0.00	\$0.00	0.0%
Total 1st Choice Targeted Commodities	\$33,686.10	\$0.00	\$33,686.10	100.0%
Summary of Total Number of FY 2012 Justification Letters Delegated	Total Cost	Total Quality	Total Not Available	Total Other
Motor Oil & Lubricants				-0-
Toilet Paper, Toilet Seat Covers & Paper Towels				-0-
Printing Paper, Copier Paper & Computer Paper				-0-
Business Envelopes				-0-
Plastic Trash Bags				-0-
Plastic Covered Binders				-0-
Recycling Containers				-0-
Photocopiers				-0-
Total Number(s)	-0-	-0-	-0-	-0-